

IPM CRSP

**INTEGRATED PEST MANAGEMENT
COLLABORATIVE RESEARCH SUPPORT PROGRAM**



POLICY AND OPERATING PROCEDURES MANUAL

Revised August 2002

Management Entity
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Program Structure and Mode of Operation

The Integrated Pest Management Collaborative Research Support Program (IPM CRSP) is an initiative of USAID. Its main purpose is to foster IPM through collaborative research between U.S. and developing country institutions for their mutual benefit by improving their abilities to develop and implement economically and environmentally sound crop protection methods. The IPM CRSP strives to develop and implement a replicable approach to IPM that will help reduce: 1) agricultural losses due to pests; 2) damage to national ecosystems; and 3) pollution and contamination of food and water supplies. The goals of the CRSP are to develop improved IPM technologies and institutional changes that will reduce crop losses, increase farmer income, reduce pesticide use, reduce pesticide residues on export products, improve IPM research and education program capabilities, improve ability to monitor pests, and increase the involvement of women in IPM decision making and program design.

In working towards these goals the IPM CRSP has five specific objectives:

- Identify and describe the technical factors affecting pest management.
- Identify and describe the social, economic, political, and institutional factors affecting pest management.
- Work with participating groups to design, test, and evaluate appropriate participatory IPM strategies.
- Work with participating groups to promote training and information exchange on Participatory IPM.
- Work with participating groups to foster policy and institutional changes.

In implementing this program, the participating U.S. institutions include: Virginia Tech (VT), Ohio State University, Penn State University, Purdue University, University of Georgia, Montana State University, U.C., Davis and Riverside, North Carolina A&T University, Florida A & M University, Fort Valley State University, and USDA with VT as the lead and the Management Entity (ME) institution.

The current participating host country sites of the CRSP include Albania, Bangladesh, Ecuador, Guatemala, Honduras, Jamaica, Mali, the Philippines, and Uganda. The major host country institutions are: PPI, FTRI, and AUT in Albania; BARC and BARI in Bangladesh; INIAP and Fundacion Maquipicuna in Ecuador; Agri-lab, ALTERTEC, ICTA, and UVG in Guatemala; EAP Zamorano in Honduras; CARDI and the Ministry of Agriculture in Jamaica; IER and OHVN in Mali; NCPC/UPLB and PhilRice in the Philippines; Makerere University and NARO in Uganda. The following International Centers collaborate with the IPM CRSP in the sites indicated below: IRRI and AVRDC in the Philippines and Bangladesh, CIP and IFPRI in Ecuador, and ICIPE in Uganda.

Purpose and Authority of the Policy and Operating Procedures

The purpose of the Policy and Operating Procedures is to provide a clear understanding of management procedures to CRSP participants.

Authority for Policy and Operating Procedures for the IPM CRSP is contained in Grant No. LAG-G-00-93-00053-00 from USAID/W to the Management Entity in the Office of International Research and Development (OIRD), Virginia Polytechnic Institute and State University (Virginia Tech). The grant document contains the Schedule, Program Description, Standard Provisions, Special Provisions, USAID Eligibility rules and CRSP Guidelines (developed by BIFAD, 21 June 1985 revision; and the 2 November 1989 change to the Guidelines). This Grant extends the authority for the IPM CRSP from 29 September 1998 to 28 September 2003.

In case of discrepancies between the Policy and Operating Procedures and the Grant, the Grant document described in paragraph 2 above takes precedence.

Organizational Structure

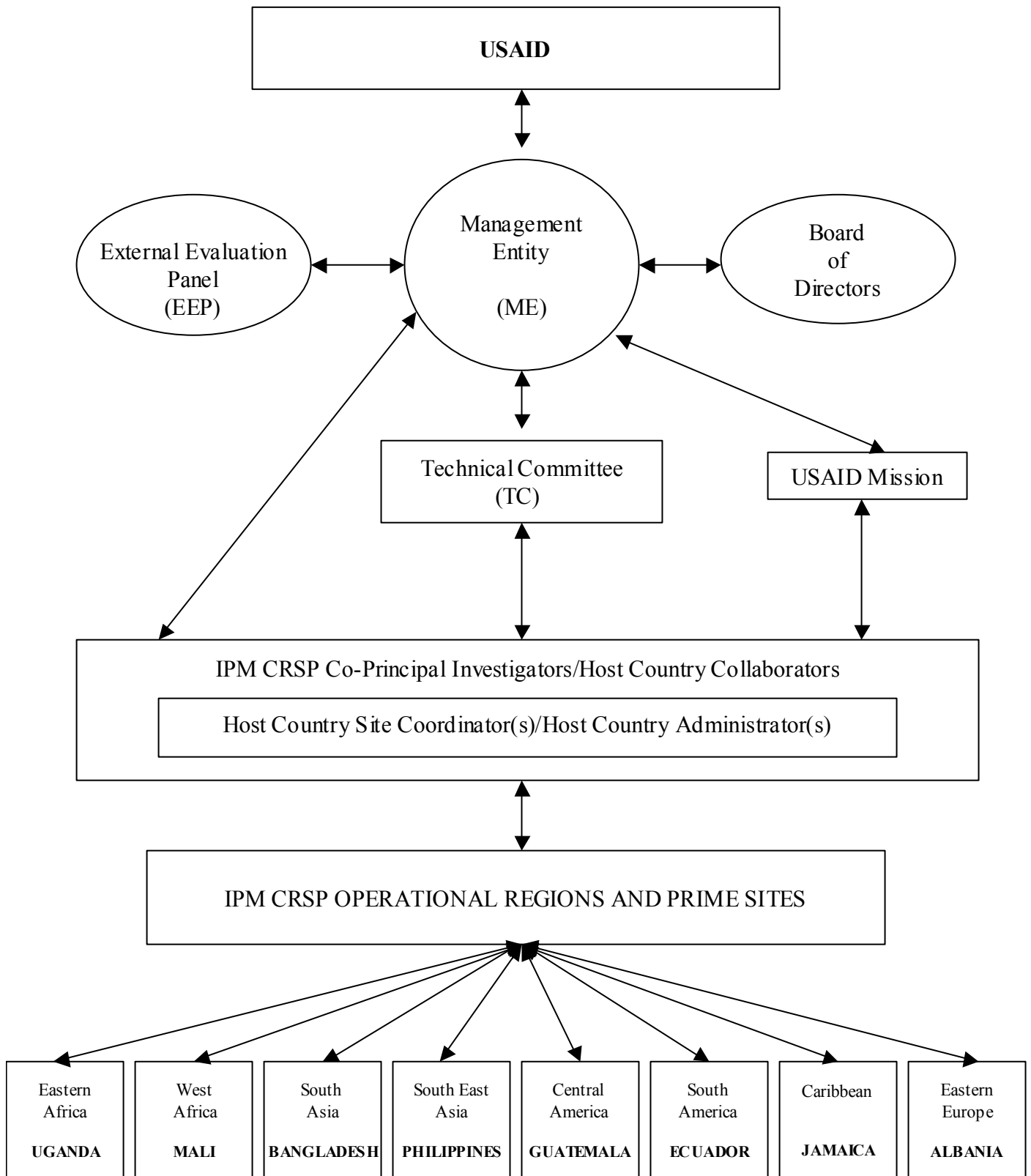
The Office of International Research and Development (OIRD) at Virginia Polytechnic Institute and State University (Virginia Tech) is the Management Entity (ME) for the IPM CRSP and is the primary grantee of USAID. The ME is accountable to USAID for the IPM CRSP programmatically and fiscally.

Certain programmatic and fiscal responsibilities are delegated from the ME to participating U.S. and host country institutions through sub-grants for research projects between individual U.S. scientists and their host country counterparts. The current participating and charter member US institutions are Virginia Tech (VT), Ohio State University, Penn State University, Purdue University, University of Georgia, Montana State University, University of California at Davis and at Riverside, North Carolina A&T University, Florida A & M University, Fort Valley State University, University of Maryland-Eastern Shore, Lincoln University, and USDA with VT as the lead and the Management Entity (ME) institution. The currently active host country institutions are: PPI, FTRI, and AUT in Albania; BARC and BARI in Bangladesh; INIAP and Fundacion Maquipicuna in Ecuador; Agri-lab, ALTERTEC, ICTA, and UVG in Guatemala; EAP Zamorano in Honduras; CARDI and the Ministry of Agriculture in Jamaica; IER and OHVN in Mali; NCPC/UPLB and PhilRice in the Philippines; Makerere University and NARO in Uganda. The following International Centers collaborate with the IPM CRSP in the sites indicated below: IRRI in the Philippines and AVRDC in Taiwan with the Asian sites in Bangladesh and the Philippines; CIP and IFPRI in Latin America site in Ecuador, and ICIPE in East African site in Uganda.

Collaborative research arrangements between participating U.S. and host country institutions are governed by Memoranda of Understanding (MOU) between the host country and the IPM CRSP Management Entity. The MOU creates the official environment in which U.S. co-PIs can initiate and carry out collaborative research in a host country. The MOU also creates the official environment under which "Host Country Projects" are identified and implemented. Host Country project funds, managed by either the ME or a U.S. participating institution, flow to the country program in support of collaborative research activities at the host country level. This augments the capability of the host country institutions to collaborate with the overall IPM CRSP.

The Board of Directors of the IPM CRSP serves as the top management/policy body for the CRSP. The Technical Committee (TC), the Site Committees (SC), External Evaluation Panel (EEP) and the USAID Cognizant Technical Officer (CTO) of the IPM CRSP, and other members in the USAID Economic Growth, Agriculture and Trade (EGAT) Bureau advise and guide the ME and the Board in areas of policy, technical and program management, collaborating host country coordination, budget management, and review.

IPM CRSP Organizational Structure



Management and Its Advisory Groups

Management Entity (ME)

***Office of International Research and Development (OIRD)
Virginia Polytechnic Institute and State University (Virginia Tech)***

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Gregory C. Luther, Assistant Program Director

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Deborah Glossbrenner, Administrative Assistant

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Phone: (540) 231-3513

USAID/W COGNIZANT TECHNICAL OFFICER (CTO):

Robert Hedlund

Board of Directors:

Bobby Moser, Chair	The Ohio State University
Deanna Behring	Pennsylvania State University
[VT representative]	Virginia Tech
Ed Kanemasu	University of Georgia
Zahurul Karim	Bangladesh Agricultural Research Council
Hiram Larew	USDA
Sharron Quisenberry	University of Montana
Richard Robbins	North Carolina A&T University
David Sammons	Purdue University
Samson Tsou	AVRDC
Frank Zalom	University of California
Bob Hedlund (Ex-Officio)	IPM CRSP, USAID
S.K. De Datta (Ex-Officio)	IPM CRSP, Principal Investigator
E.A. "Short" Heinrichs (Ex-Officio)	IPM CRSP, Interim Program Director
Gregory C. Luther (Ex-Officio)	IPM CRSP, Assistant Program Director

Technical Committee (TC):

George Norton, Chair	Elected
Ed Rajotte	Bangladesh Site Chair
Jeff Alwang	Ecuador Site Chair
Mark Erbaugh	Uganda Site Chair
Sally Miller	Philippines Site Chair
Keith M. Moore	Mali Site Chair
Doug Pfeiffer	Albania Site Chair
Glenn Sullivan	Guatemala Site Chair
Sue Tolin	Jamaica Site Chair
Rezaul Karim	Rep. of HC Site Coordinators
Michael Irwin	External Member
Carolyn Sachs	Gender Specialist
Aziz Lagnaoui	IARCs Representative
S.K. De Datta (Ex-Officio)	IPM CRSP, PI
E.A. "Short" Heinrichs (Ex-Officio)	IPM CRSP, Interim Program Director
Greg Luther (Ex-Officio)	IPM CRSP, Assistant Program Director
Bob Hedlund (Ex-Officio)	IPM CRSP, CTO, USAID

External Evaluation Panel (EEP):

Sonny Ramaswamy, Chair	Kansas State University
Donald Plucknett	Agricultural R and D International
Douglas Rouse	University of Wisconsin
Shelley Feldman (Consultant)	Cornell University

Host Country Site Committees:

Albania

dgpfeiff@vt.edu (Doug Pfeiffer) - Site Chair
ipmcersp@icc.al.eu.org (Josef Tedeschini) - Site Coordinator
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sjf4@psu.edu (Shelby Fleischer)
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milt@ucrac1.ucr.edu (Milt McGiffen)

Bangladesh

egrajotte@psu.edu (Ed Rajotte) - Site Chair
ipmcersp@bdcom.com (Rezaul Karim) - Site Coordinator
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miller.769@osu.edu (Sally Miller)
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llblack@netra.avrdc.org.tw (Lowell Black)

Ecuador

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vbarrera70@hotmail.com (Victor Barrera) - Vice Site Coordinator
gnorton@vt.edu (George Norton)
colette@vt.edu (Colette Harris)
ellis.7@osu.edu (Mike Ellis)
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rcarroll@sparrow.ecology.uga.edu (Ron Carroll)
r.flowers@fam.u.edu (Wills Flowers)
gallegos@fpapa.org.ec (Patricio Gallegos)

Guatemala

Sullivan@hort.purdue.edu (Glenn Sullivan) - Site Chair
gsanchez1@intelnet.net.gt (Guillermo E. Sanchez) - Site Coordinator
lkucik@agad.purdue.edu (Lonni Kucik)
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rmartyn@purdue.edu (Ray Martyn)
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Mmroca@zamorano.edu.hn (Maria Mercedes Doyle)
icta@micro.com.gt (Louis Calderon)
estu1360@c.net.gt (Linda Asturias)
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Jamaica

stolin@vt.edu (Sue Tolin) - Site Chair
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sjf4@psu.edu (Shelby Fleischer)
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mjackson@awod.com (Michael Jackson)

Mali

keithm@vt.edu (Keith M. Moore) - Site Chair
gambi@afribone.net.ml (Kadiatou Toure Gamby) - Research Site Coordinator
bourema.dembele@ier.ml (Bourema Dembele) - Admin. Site Coordinator
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caldwelj@jircas.affrc.go.jp (John S. Caldwell)
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Philippines

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Uganda

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agecon@infocom.co.ug (V. Kasenge)
karihave@starcom.co.ug (Ambrose Agona)
ipmhort@imul.com (Christine Akemo)
naari@afsat.com (Ben Sekamatte)
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Management Entity

1. Purpose

The Management Entity (ME) is an institution with the legal status of judicial body that administers the grant from USAID and manages the IPM CRSP and its activities, including collaborative research, education and outreach programs. The ME (OIRD, Virginia Tech) meets frequently as a group with the TC Chair to discuss all substantive issues to arrive at a consensus for the successful operation of the IPM CRSP.

2. Staff

The Principal Investigator is overall in charge of the Project for Virginia Tech representing the ME. Virginia Tech employs a full-time Program Director and Assistant Program Director for overall program leadership, and other salaried support staff deemed necessary for overall implementation of the CRSP. Through acceptance of this Grant, the Management Entity University (Virginia Tech) agrees to provide other programmatic and fiscal backup to the CRSP.

3. Principal Investigator Responsibilities

- The PI is responsible to USAID for technical and administrative matters regarding the CRSP, and for receiving and administering USAID grant funds for the CRSP
- Develop sub-grant agreements with participating U.S. universities for approved projects
- Develop Memoranda of Understanding with host countries and other collaborating institutions
- Account to USAID for program expenditures through annual reports and other required reports
- Provide Leadership in the enhancement of financial resources other than the core grant, such as support from USAID Missions and negotiating “buy-in” activities for the CRSP
- Facilitate international travel for CRSP participants including travel authorization and USAID Mission notification
- Participate in Board, Technical Committee, and Site Committee Meetings
- Facilitate equipment purchase approval for the projects through the USAID/W Project Officer and the USAID Contracts office

- Develop an effective program management and fund use accountability system, which includes monitoring matching resources contributed by participating institutions
- Monitor programs and use of funds by participating institutions who are assigned responsibility for the same through sub-grants

4. Program Director Responsibilities

- The PD is responsible for implementation of research programs in coordination with U.S., host country, and IARC institutions.
- Lead and coordinate in the development of annual work plans and budgets through the Site Committees and the Technical Committee.
- Coordinate the events calendar, which includes implementation of all committee meetings and facilitating all meetings of the Board of Directors, Technical Committee, the External Evaluation Panel, and Administrative Management Reviews.
- Account to USAID for program accomplishments through annual reports and other required reports.
- Develop and implement review and evaluation procedures to assure that the overall performance of the CRSP meets program objectives.
- Implement Board of Directors policies and recommendations.
- Maintain records on all training, workshops, CRSP publications and “buy-ins”.
- Fully represent the IPM CRSP in CRSP Council activities in all issues for the good of the project.
- Participate in Board, Technical Committee, and Site Committee Meetings.
- Represent the CRSP to USAID/Washington and internationally.
- Lead and coordinate the regular publication of newsletters, annual reports, workshop proceedings, etc.
- Facilitate the development of and maintain electronic communication linkages to all IPM CRSP institutions.
- Update the Policy and Procedures Manual after each Board of Directors Meeting and post the updated version on the IPM CRSP website.

5. Assistant Program Director Responsibilities

- The Assistant Program Director provides back-up and assistance to the Program Director and the Principal Investigator in the fulfillment of Management Entity Responsibilities.
- Writes minutes of the Board and Technical Committee meetings.
- Represent the IPM CRSP during CRSP Council meetings whenever the Program Director is not available to represent the ME.

6. Research activities

The research activities of the PD and APD will not be more than ten percent of their time. These activities and the funds allocated for their implementation are subject to initial budgetary and programmatic evaluation with all other research activities at the Site Committee level and subsequent approval by the Technical Committee.

Board of Directors

1. Purpose

The Board of Directors deals with policy issues, reviews such issues and gives recommendations on the same, assesses project progress and advises the ME on these and other matters. The Board helps the ME guide the CRSP, but does not mandate how it is run nor the direction it takes.

2. Composition

The IPM CRSP Board shall be composed of representatives of the actively participating US universities, the host countries, and the International Centers. Choice of persons is at the discretion of the ME in consultation with each collaborating institution. The term of appointment is decided by the Board (see Rotation Plan in Item 8). A majority of the US-based institutions, but not all, will be represented any certain year. Representation of these institutions will rotate according to the plan decided by the Board. The representative of the ME University (Virginia Tech) will be a permanent member of the Board. Virginia Tech will appoint a representative to the Board who does not have an official position in the ME.

The CRSP Principal Investigator, Program Director, Assistant Program Director, and the USAID Cognizant Technical Officer shall serve as ex-officio members of the Board. A quorum consists of 60% or more of voting members present. A majority vote of members present is required for actions to be approved. The Chair has a vote on all issues. Ex-Officio members will not vote. The term of service will range between two or three years, to ensure continuity. Individual service time will be determined by consensus of the full Board.

The Board of Directors will elect a Chair approximately once every three years, with duties beginning September 29. The incumbent may be re-elected. The ME serves as the executive secretariat to the Board.

3. Responsibilities

The Board of Directors is responsible for overall programs and operations policy, and budget approval, for the IPM CRSP. These responsibilities include:

- Assist in the establishment of annual and major review processes
- Provide the ME with advice on program policy issues
- Review budgets, cost sharing and other commitments of the participating institutions
- Assess the content and balance of the program and the adequacy of funding and resources
- Approve the addition or deletion of component projects and program elements and changes in program objectives, U.S. institutions and investigators, host countries and host country work sites, and host country investigators

- Review the progress and accomplishments of the program, including reviews by the EEP and other major reviews
- Review budget allocation to collaborative research projects, collaborative host country research support, the ME management office and other appropriate activities
- Review and recommend the composition of membership on the Technical Committee
- Review nominations and composition of the External Evaluation Panel
- Participate in External Evaluation Panel reviews, USAID/W reviews and other CRSP activities as appropriate and as funds permit
- Give written appraisal of general performance of the ME

4. Meetings

The Board will meet at least once annually. The ME, in consultation with the Chair of the Board, determines the date and location of the meetings. The meeting agenda will be developed jointly by the ME and the Board Chair and sent to members along with supporting material in advance of the meeting. Board meeting minutes will be distributed and edited in the next few weeks following the meeting. They will be acted upon at the following meeting. The Board will make an effort to rotate meetings among participating university sites in the U.S., or other appropriate locations to interact with investigators or other groups.

5. Action without Meeting

Meetings may be held through telephone conference. Any action required or permitted to be taken by the Board may be taken by a mail/e-mail ballot without a congregate meeting if members of the Board, individually or collectively, consent in writing to such a procedure. Actions duly taken without a congregate meeting will be recorded and will have the same force and effect as an action or resolution duly adopted at a meeting of the Board.

6. Fees and Compensation

Members of the Board shall not receive compensation for services as Board members, but reimbursement of expenses for attendance at each meeting is allowed.

7. Extent of Authority of Board of Directors

While the ME has the authority to make the final decisions relative to program assignments, budget allocations and authorization, the ME should, in the collaborative spirit, carefully consider the advice and guidance of the Board and other CRSP advisory groups. Departure from the Board's recommendations by the ME should be justified, recorded and reported in writing to the Board by the ME.

8. Rotation Plan for Board Members¹

<i>Member</i>	<i>Representing</i>	<i>Starting date</i>	<i>Year 1 (7): up to Sept 29, 2000</i>	<i>Year 2 (8): up to Sept 29, 2001</i>	<i>Year 3(9): up to Sept 29, 2002</i>	<i>Year 4 (10): up to Sept 29, 2003</i>
Ed Kanemasu	U. of Georgia	1995	E. Kanemasu	Frank Zalom (U. of Cal.)	Ed Kanemasu	Frank Zalom (U. of Cal.)
Ikbal Chowdhury	1890 Institutions	1994	Ikbal Chowdhury	Richard Robbins	Richard Robbins	continuing
David Sammons	Purdue University	1996	David Sammons	David Sammons	David Sammons	continuing
Santiago Obien	Host Country National Centers	1994	Aaron Parke	Zahurul Karim	Zahurul Karim	National System Rep.
Tom Mew	International Centers	1999	Tom Mew	Tom Mew	Samson Tsou	International Center rep.
Bobby Moser	Ohio State University	1999*	Bobby Moser	Bobby Moser	Bobby Moser	New OSU
Paul Backman	Penn State University	1998	Paul Backman	Paul Backman	Deanna Behring	Deanna Behring
Sharon Quisenberry	Montana State University	2002			Sharon Quisenberry	Sharon Quisenberry
Robin Huettel ²	USDA - CSREES	2000	Robin Huettel	Robin Huettel	Hiram Larew	Hiram Larew
TBA	Virginia Tech	1994	S.K. De Datta	S.K. De Datta	S.K. De Datta	TBA

* First attended Board Meeting in 2000

¹ New Board members can be voted in with some lead time.

² Replaced Rick Bennett

TECHNICAL COMMITTEE

1. Purpose

The purpose of the Technical Committee (TC) is to review the research, training, and technology transfer progress of the IPM CRSP, or components thereof, to develop work plans and budgets, to propose modifications in the program and to recommend allocations of funds.

2. Composition

The Technical Committee shall consist of seventeen members. The US component will be nine members, consisting of the Chair of each region and the TC Chair, one host country Site Coordinator representative, one representative of the IARCs, one external member (who is a recognized expert in IPM and not otherwise associated with the IPM CRSP), one gender specialist (from the IPM CRSP consortium), and four ex-officio members (consisting of the Principal Investigator, the Program Director, the Assistant Program Director and the IPM CRSP CTO, USAID/W). The ex-officio members will not vote, but may participate in the discussions.

Site Chairs are appointed by the ME in consultation with the TC Chair. There shall be no more than two voting representatives on the TC from any one institution.

The external member of the TC will be paid an honorarium and direct expenses.

NOTE: Discipline representation from entomology, pathology, weed science, crop improvement/management, sociology and economics (if they are not represented by site chairs) will be ensured to maintain program balance and continuity.

3. Responsibilities

- To review, develop a consensus and recommend to the ME and the Board of Directors, Annual Work plan and Budgets, submitted by Site Committees, for the CRSP.
- To provide input into coordination of programs in the U.S. and host countries.
- To provide input and assist the ME in preparing for EEP reviews of this CRSP and respond to EEP suggestions and concerns.
- To conduct monitoring and evaluation of IPM CRSP activities.
- To review projects and provide input to the ME and the Board regarding technical merits of projects for consideration in budget recommendations.
- To make recommendations to the Site Committees concerning the mix and level of disciplinary research at collaborating host country sites, including evaluation criteria.
- To provide input for annual reports and other reports.
- To advise the ME and BOD regarding further program needs.
- To provide suggestions on how to globalize IPM research at host country sites.

- To participate in the development of IPM CRSP workshops, symposia, site workshops and other meetings promoting the global objectives of the IPM CRSP.

4. Meetings

The TC shall meet at least twice annually. The Chair of the TC, in consultation with the ME, determines the date and location of the meeting. Meetings may also be held by telephone conference, if appropriate. Meeting agenda will be developed jointly by the TC Chair and the ME and sent to members along with supporting material in advance of the meeting. TC meeting minutes will be distributed within 30 days after the meeting and acted upon at the following meeting.

The attendance of at least 60% of members of the TC shall be necessary to constitute a quorum for the transaction of business. A majority vote of members is required for actions to be approved. The Chair has a vote on all issues.

5. Action Without Meeting

Any action required or permitted to be taken by the TC may be taken by a mail/e-mail ballot without a meeting, if members of the TC individually or collectively consent in writing to such a procedure. Actions duly taken without a congregate meeting shall be recorded and shall have the same force and effect as an action or resolution duly adopted at a meeting of the TC.

6. Fees and Compensation

Members of the TC shall not receive compensation for services as TC members, but reimbursement for expenses of attendance at each meeting is allowed.

7. Extent of TC Authority

The TC recommendations will be reported in writing to the ME and the Board of Directors for further consideration.

8. Executive Committee of the TC

The TC shall appoint an Executive Committee to deal with various issues, which will have a total of three elected members (in addition to the TC Chair) with no regional or institutional restrictions. These three members will come from the eight current Site Chairs. The Executive Committee will also include the external member of the TC. The Executive Committee (EC) of the TC will serve primarily for making an initial recommendation to the TC regarding resource allocation, but also for deliberating over other issues before handing recommendations to the entire TC. The EC should rotate out one member per year to have continuity with three-year terms, one person elected each year, and one person leaving each year. The person who has just left the EC would have one year of ineligibility and then could be elected again.

The Executive Committee should review proposals, based on merit, for allocation of Global Themes monies for travel of Co-PIs to sites other than their own. An invitation from a site to an individual should be part of this process. The ME should receive the proposals and the invitations for such travels to be forwarded to the EC for review and recommendation.

9. Criteria for resource allocation across sites

- **Past productivity** (results/expenditure: technologies released, students trained, articles published, etc.)
- **Potential for impacts**
 - Within the country itself:
 1. Economic impacts (based on importance of agriculture and of target crops, population size, quality of institutions for collaboration & potential for results).
 2. Health and environmental impacts (potential for reducing pesticide use)
 - Transferability of results to other countries:
 1. Representative of major region and pest problems,
 2. Strength of collaborating institutions and potential for generating results
- **Regional balance for Core, Phase II goal:**
 - 30% Asia (large population and potential impacts)
 - 30% Africa (importance of agriculture and of raising incomes)
 - 25% Latin America (potential impacts in region and back to U.S)
 - 5% Caribbean (proximity to U.S. and specialty crops)
 - 10% Global themes
- **Length of time already supported** (mature sites gradually phased down after several years support, new sites phased up gradually)
- **Projected allocations of total budget by topic:**
 - Horticultural export crops at least 50%
 - Transitional production at least 35%
 - Innovative research at least 15%

Site Committee (SC)

1. Purpose

Primary responsibilities of each Site Committee (SC) are planning and implementation of identified host country and U.S. collaborative IPM activities related to research, training and networking.

2. Composition

The membership on the SC shall consist of the Site Chair (who shall always be from a U.S. institution), the co-principal investigators from each U.S. institution actively involved in that country, the host country Site Coordinator, and the active IPM CRSP scientists from the host countries. The Chair of the SC shall be appointed by the ME with the recommendation of the TC Chair, and the composition of the committee shall be reviewed annually. Current Regional Site Committees are Eastern Africa in Uganda, West Africa in Mali, South Asia in Bangladesh, Southeast Asia in the Philippines, Caribbean in Jamaica, Central America in Guatemala, South America in Ecuador, and Eastern Europe in Albania.

3. Responsibilities

- Coordinate collaborative IPM research and institution building within the site
- Coordinate research and budgetary issues with the TC
- Develop annual work plans and budgets for the host country and the region and recommend the same to the TC, ME, and the Board
- Provide host country and regional research and training need recommendations to the ME and TC with special emphasis on host country student identification for training
- Provide input to collaborative activity in the broad geographical region and contribute to the IPM regionalization and globalization goal of this CRSP
- Provide input and assist the ME and the EEP in planning and implementing host country and regional reviews
- Coordinate SC activities with the TC and ME

4. Meetings

The SC shall meet at least once annually. Such meetings are generally held in an appropriate site in the host country. The Site Coordinator and the Chair of the SC in consultation with each other will determine the date, location, and the agenda of the meeting. Such meetings will be scheduled in a cost effective way so that as many members as possible will attend. SC meeting minutes will be distributed and acted upon at the following meeting.

The participation of 60% of the SC members shall constitute a quorum for the transaction of business. A majority vote of members present is required for actions to be approved. The chair has a vote on all issues.

5. Action without Meeting

Any action required or permitted to be taken by the SC may be taken by a mail/e-mail ballot without a meeting, if members of the SC individually or collectively, consent in writing to such procedure. Actions duly taken without a congregate meeting shall be recorded and shall have the same force and effect as an action or resolution duly adopted at a meeting of the SC.

6. Fees and Compensation

Members of the SC shall not receive stated compensation for services as SC members, but reimbursement for expenses of attendance at each meeting is allowed.

7. Extent of SC Authority

As appropriate the SC recommendations are reported in writing to the ME and the TC and eventually to the Board of the Directors for further consideration.

Site Committee Chair

1. Purpose

The SC Chair, with the assistance of the Site Coordinator, shall provide leadership in overall coordination of the CRSP activities in the host country or region and establish working relationships with host country research institutions, International Research Centers, USAID Missions, U.S. and host country scientists, students, other CRSPs, and organizations (NGOs, donors, etc.) in the interest of the IPM CRSP.

2. Selection of Site Chair

The ME appoints Site Chairs in full consultation with the relevant U.S. institutions and the TC Chair.

3. Responsibilities

The responsibilities of the SC Chair, in addition to the SC duties, are as follows:

- Coordinate work plan development, budget planning and expenditures for collaborative in-country and in-region activities
- Coordinate and monitor the travel of IPM researchers/administrators to and from the U.S. and host countries
- Attend all TC and appropriate Site Committee meetings
- Pursue other possible funding sources in addition to IPM CRSP core budget such as USAID Mission, host country government, and private industry funding
- Maintain active contact in the host country through travels and other means of communication
- Retain a current file of host country data and information
- Inform other IPM CRSP scientists of research needs and possible involvement in the country/region, either short-term or long-term through collaborative research and/or host country students
- Assist host country students who have an interest in IPM training to become involved in training opportunities as feasible
- Assure that on-site research equipment is properly shipped, used and maintained
- Organize data provided by IPM CRSP scientists that have collaborative activities in the host country or region pertaining to contacts, research programs, travel, student training, etc.
- In conjunction with the host country coordinator, submit an annual work plan, annual report and/or other reports as requested by the ME
- Inform the ME of developments, progress, problems, special needs and provide input as requested by the ME for new and/or changes in host country MOUs
- Plan and implement IPM technical workshops and collaborative research planning meetings for the geographic region
- Pursue opportunities for coordination and networking of joint IPM research throughout the geographic region

- Develop annual travel plans for the region

4. Fees and Compensation

A Site Chair can receive \$6000 to assist in whatever way necessary in carrying out his/her responsibilities as Site Chair. This fund could even be used for part of the Site Chair's summer salary if this person is on a 9-month appointment.

Site Coordinator

1. Purpose

The Site Coordinator, with the assistance of the Site Chair and the members of the Site Committee, shall provide leadership in overall coordination of the CRSP activities in the host country. S/he shall be responsible for day to day on-site activities and shall ensure the implementation of the IPM CRSP activities in the country or region as detailed in the Annual Work Plan. Establishing good working relationships with host country research institutions, International Research Centers, USAID Missions, U.S. and host country scientists, students, other CRSPs, and organizations (NGOs, donors, etc.) shall be among the main duties of the Site Coordinator.

2. Selection of Site Coordinators

Site Coordinators are chosen base on the recommendation from the national agricultural system. Some of the site coordinators are hired by Virginia Tech. Others are hired or designated by the national agricultural system.

3. Responsibilities

- Provide overall coordination and in-country leadership of all IPM CRSP activities at the site.
- Work closely with the Site Chair and Site Committee on all program issues.
- Keep all collaborating institutions informed of major events or developments in the program.
- In cooperation with the coordinating host country institution, participate actively in the administration of the site budget and maintenance of appropriate records.
- Facilitate and actively ensure that program expense vouchers are submitted to the IPM CRSP Management Entity at Virginia Tech on a timely and regular basis.
- Ensure that program fund advances and expense reimbursements by the IPM CRSP ME are received properly and regularly.
- Act as the point person for information coming into the country and information going out of the country concerning the site's activities.
- Coordinate the writing, consolidation, and submission of all appropriate reports to the Site Chair and the IPM CRSP ME, making sure that all deadlines are met.
- Serve as liaison with the USAID Mission as well as other appropriate organizations/institutions interested in IPM related issues in the country.
- Ensure that equipment purchased with program funds are received and assigned properly.
- Coordinate agendas and logistics for IPM CRSP collaborators, evaluators, and other visitors to the site.
- In close collaboration with the Site Chair, coordinate the preparation of IPM CRSP annual work plans and reports.

External Evaluation Panel

1. Purpose

The External Evaluation Panel (EEP) is charged with overall technical evaluation of the IPM CRSP, which includes program direction and research collaboration with the host countries. The overall evaluation includes a review of projects and programs of the CRSP. The EEP provides a written evaluation and recommendation for retention, addition, elimination, and/or modification of IPM CRSP component projects.

2. Composition

The EEP shall consist of 4-5 members representing a good mix of the disciplines of the IPM CRSP. Panel members shall be drawn from the U.S. and the international community. The term of office is for the current grant period (until Sept. 28, 2003), with new members added on a staggered basis as members resign or are replaced. An EEP Chair will be selected by the EEP members and the ME, in consultation with the Board.

3. Appointment

Candidates for membership on the EEP are nominated by the ME and the CRSP Co-PIs. The ME evaluates the nomination list and then recommends names and alternate names to the Board of Directors. The Board further evaluates the names and the ME recommends a list of 4-5 candidates through the CTO to USAID for approval. After receiving approval from USAID the ME makes the appointments of the EEP members.

4. Responsibilities

- Assure that the IPM CRSP maintains programmatic focus and effective scientific balance of research toward achievement of its objectives
- Identify inadequate, irrelevant, or marginal activities to the IPM CRSP objectives
- Assess the balance of domestic versus overseas research in terms of effectiveness of solving constraints in developing countries
- Evaluate the cost-effectiveness of the entire CRSP operation in terms of actual cost of doing business versus cost of alternatives
- Evaluate the degree of success realized in the transfer of the results of research to users
- Report findings and recommendations annually to the ME, Board, and USAID
- Conduct other timely evaluations which may be on-going or in-depth evaluations, with overseas and U.S. site visits being made as required

5. Meetings

The EEP will meet as necessary to plan for activities and develop recommendations. The ME, in consultation with collaborating institutions and the EEP, will develop a working schedule for comprehensive reviews by the EEP. The reports of the EEP are submitted to the ME, who in turn provides copies to USAID and the appropriate committees and the Board.

6. Fees and Compensation

Members of the EEP shall receive honorarium for services in accordance with provisions in the CRSP Grant from USAID and a day listing with maximum allowance not exceeding USAID Consultants. The formula for daily honorarium will be yearly salary divided by 260, multiplied by the number of days served, adjustable up to 10%, with a ceiling of a GS 15 Grade 10. Reimbursement for expenses incurred in conducting CRSP business is allowed.

The EEP members will be paid the honorarium by the ME immediately upon acceptance of their report by USAID.

7. Extent of EEP Authority

The CRSP should make full use of the EEP and its recommendations. The TC will respond in writing to EEP reports clarifying acceptance or rejection of each recommendation and each report. The EEP recommendations may serve as the basis for bringing about salutary changes in the CRSP. In the event CRSP Management disagrees with the EEP's recommendations, the rationale for such disagreement shall be recorded by the ME and forwarded to USAID.

OPERATING PROCEDURES

Procedures for Enacting Organization Changes

During the lifetime of the CRSP and during the period of a grant, program priorities may cause substantial changes in the research program, such as adding or deleting a research site or U.S. institution, change in host countries or geographic region, or making major changes in the objectives of a project. The IPM CRSP will utilize its normal planning and review process, including input from the Board, the TC, the SC, the EEP, the ME and the USAID CTO, and in accordance with the CRSP Guidelines, when adding, deleting, moving or substituting a project, institution or Co-PI.

These Policy and Operating Procedures have been developed to help the IPM CRSP operate in a consistent and efficient manner. They may be changed at any time based on suggestions from any component of the IPM CRSP and subject to approval by the Board and the ME. The POP Manual will be updated once a year to reflect these changes.

Change in Projects

Approval is needed from the ME, the TC, and the Board whenever there is a major change to the approved project objectives, research plan or budget. Reason for this action may include:

- a. Completion of project objectives
- b. Changes in country, regional, or global priorities
- c. Performance of the project below an acceptable standard
- d. Decreased USAID support for the CRSP which requires elimination of program components

Change in Co-Principal Investigators

When a Co-PI's role with a project is completed or a Co-PI moves out of that institution because of transfer or any other reason, the project will remain with the institution for the remainder of the budget year, subject to the institution submitting an interim plan of work to the ME for approval. The project then reverts back to the ME, TC, and Board for consideration of reallocation of funds.

New Co-PIs can join the IPM CRSP only through consultation with the ME and the appropriate Site Chair. Sub-grants under the CRSP are with institutions, not individuals.

Change in Institutions

Participating institutions are competitively identified on the basis of their expertise in specific areas and their ability to conduct collaborative research in support of approved

objectives. From time to time it may be necessary to change the institutional leadership of some projects. A participating U.S. or host country institution may be phased out or placed on inactive status because of:

- a. Completion of project objectives
- b. Change in status of co-principal investigator(s)
- c. Changes in country, regional or global priorities
- d. The institution no longer has the resources to maintain its participation
- e. Performance of the institution is below an acceptable standard
- f. Decreased USAID/W support for the CRSP which requires elimination of program components to remain viable

Multi-institutional involvement

Recognizing that effective collaborative research requires multi-institutional involvement (among IPM CRSP partners), the ME, through the TC, shall ensure all sites involve in their host country activities multiple US institutions in a proactive way.

Internal Review Team

An internal review team concept for Phase II, i.e., that a small team (2-3 members) of IPM CRSP Co-PIs plus the Program Director or the Assistant Program Director would travel to various sites other than their own to review activities and make suggestions for raising the quality of the projects, has not yet been implemented to date because of limited funds. This may be implemented in the future. Board members may be included as members of the internal review team.

Fund Terminology

Core Funds:	Core funds are funds coming directly from the USAID Global Bureau for IPM CRSP activities.
Matching Funds:	Matching funds are those funds coming from USAID Missions channeled through the USAID Global Bureau. These funds are used for specific tasks to be carried out as determined by the host country and the USAID mission.
TA Funds:	Technical assistance funds are core funds specifically designated for the performance of specific (non-research) tasks.
Carry Over Funds:	Carry over funds are those funds allocated, but for which no expenditures have been made during previous budgetary year(s).
Pipeline:	Pipeline describes those core funds committed to work plan driven activities. These funds may be expended or encumbered by Virginia Tech or any of the collaborating institutions but not invoiced to USAID.

IPM CRSP FIVE-YEAR CALENDAR

The Five Year Calendar (September 1998 to September 2003) establishes the series of events that require planning through Phase II of the IPM CRSP grant. This provides planning time frame for all committees, groups and reviews of the program. (See attached page.)

IPM CRSP FIVE YEAR CALENDAR				
	1999	2000	2001	2002
January	15 IPM CRSP Update Published	15 IPM CRSP Update Published	15 IPM CRSP Update Published	15 IPM CRSP Update Published
	20 Send out call for workplan proposals	20 Send out call for workplan proposals	EEP site visit to Philippines and Bangladesh 20 Send out call for workplan proposals	20 Send out call for workplan proposals
	Site Committee Meetings at various sites	Site Committee Meetings at various sites	Site Committee Meetings at various sites	Site Committee Meetings at various sites
February				
	30-31 Board Meeting	EEP Meeting 29-30 Board Meeting 31st-Proposals Due to Site Chairs	EEP site visit to Albania EEP site visit to Guatemala/Ecuador 31st-Proposals Due to Site Chairs	EEP Meeting 31st-Proposals Due to Site Chairs
March				
	15 IPM CRSP Update Published	15 IPM CRSP Update Published	9-10 Board Meeting 15 IPM CRSP Update Published EEP site visit to Uganda	15 IPM CRSP Update Published 3-4 Board Meeting
April				
	6-9 TC Meeting & Planning Worksho	15-18 TC Meeting & Planning Workshop 15th-Draft Wkplan from Site Chair to TC Chair 19-23 Workshop & TC Mtg	16-19 TC Meeting & Planning Workshop 15th-Draft Wkplan from Site Chair to TC Chair	15-18 TC Meeting & Planning Workshop 15th-Draft Wkplan from Site Chair to TC Chair
May				
	19-7/2 Jamaica PA 27-7/21 Mali PA 30-7/1 Board Meeting	Guatemala Site Workshop	EEP site visit to Jamaica	Guatemala Site Workshop
June				
	15 IPM CRSP Update Published	15 IPM CRSP Update Published	15 IPM CRSP Update Published	15 IPM CRSP Update Published

IPM CRSP FIVE YEAR CALENDAR

	1999	2000	2001	2002
	8-23 Philippines PA			
July	28-8/1 Workplan "Draft" Due	28-8/1 Workplan "Draft" Due	EEP site visit to Mali 28-8/1 Workplan "Draft" Due	28-8/1 Workplan "Draft" Due
	7-20 Guatemala PA	15 Call for Annual Report	15 Call for Annual Report	15 Call for Annual Report
August	15 Call for Annual Report			
	15-16 TC Meeting			
	28th-Workplan "Final" Due	28th-Workplan "Final" Due	28th-Workplan "Final" Due	28th-Workplan "Final" Due
September	28th-Year Ends	28th-Year Ends	28th-Year Ends	28th-Year Ends
	15 IPM CRSP Update Published	15 IPM CRSP Update Published	15 IPM CRSP Update Published	15 IPM CRSP Update Published
	15 Annual Report to Site Chairs	15 Annual Report to Site Chairs	15 Annual Report to Site Chairs	15 Annual Report to Site Chairs
October	28-Annual Rpt. Due to ME*	28-Annual Rpt. Due to ME*	28-Annual Rpt. Due to ME*	28-Annual Rpt. Due to ME*
	28th-Annual Report Due	28th-Annual Report Due	28th-Annual Report Due	28th-Annual Report Due
November				19-21 EEP in-depth review
December				

***NOTE: Both Technical and Financial reports are due from the Co-PIs to Management Entity (ME)**

COORDINATION AND CLEARANCE OF INTERNATIONAL TRAVEL

Travel Request

The "International Travel Request" form should be completed by the traveler, signed by the appropriate institution representative, and forwarded for approval to the **ME no later than 30 days prior to travel.** Co-PIs must follow their host country/university/institutions rules and regulations in both domestic and international travel.

International Travel Guidelines

All international air travel and shipments under this grant are required to be made on U.S. flag air carriers to the extent service by such carriers is available. The term "international travel" means travel to all countries other than those within the home country of the traveler.

Trip Reports

Within 15 days following the completion of each international trip, the traveler must submit a trip report to the ME summarizing the accomplishments of the trip. If several individuals are traveling together to one site, a single report representing the group will suffice. The report shall include the purpose of the trip, participants, activities, technical observations, progress in meeting purpose of the trip, suggestions and recommendations for follow-up, if appropriate, and a list of contact persons with their title and organization affiliation. After review, these reports will normally be posted by the ME on the IPM CRSP web site: <http://www.ag.vt.edu/ipmcrsp> for all interested parties to read.

The IPM CRSP required form for "International Travel Request" follows.

IPM CRSP INTERNATIONAL TRAVEL REQUEST
(Submit 30 days prior to departure date)
(FLYING A US CARRIER WHEREVER AVAILABLE IS REQUIRED)

Date _____

To: The Program Director, IPM CRSP
1060 Litton Reaves Hall, OIRD, Virginia Tech
Blacksburg, VA 24061-0334 USA
E-Mail: ipm-dir@vt.edu; Phone (540)231-3516; Fax (540)231-3519

From: _____ **FAX** _____

Subject: Request for International Travel on USAID/IPM CRSP Grant funds

1. Traveler's Name	Discipline	Institution
---------------------------	-------------------	--------------------

2. Destination	Departure Date	Return Date
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3. Purpose of Travel: _____

4. Which activity/ies in the IPM CRSP current Work plan will you be involved in?
Activity/ies No. _____ Year _____ Site _____

5. Have you notified the in-country contact person(s) of this trip? Yes _____ No _____
If Yes, When? _____ How? _____

Name _____ Position _____ Phone No. _____

Name _____ Position _____ Phone No. _____

6. Is logistical or financial support required from the USAID Country Mission?
Yes _____ No _____

7. Has the Country Mission been notified of this trip? Yes _____ No _____

8. Approval:

Investigator/Traveler _____ Date _____

Institutional Approval _____ Date _____

IPM CRSP Program Director _____ Date _____

PROCEDURES FOR EQUIPMENT PURCHASE

To purchase equipment on CRSP project or host country project funds, in compliance with the Office of Management and Budget's Circular A-21, the ME must obtain USAID Project Manager approval for the following:

1. Purchase of Special Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, which is used only for research, medical, scientific, or other technical activities, and which has a useful life of more than two years and an acquisition cost of **\$5,000 or more** per unit.
2. Purchase of General Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, the use of which is not limited only to research, medical, scientific, or other activities (e.g., office equipment and furnishings, air conditioning equipment, reproduction and other equipment, motor vehicles, and automatic data processing equipment), having a useful life of more than two years and an acquisition cost of **\$5000 or more** per unit.

For equipment purchase and "IPM CRSP Equipment Authorization and Request to Purchase" form must be completed. Equipment requests need the rationale which identifies:

- a. Reason the item is needed---relating to stated project objectives
- b. Ownership and responsibility for maintenance, liability and operation costs--whether U.S. or HC, CRSP or collaborating institution expenses
- c. Availability of budgeted funds for purchase, shipping, etc.

If the proposed purchase has a non-U.S. source and/or origin, a justification for waiver will be completed on the reverse side of the Equipment Authorization form. This is a very lengthy process which must be absolutely necessary.

One copy of the completed form should be sent to the ME where it will be reviewed by the ME and the Director to confirm that the item requested supports research on identified project objectives and has been budgeted.

USAID/W approval for purchase (when required) will be transmitted in writing to the ME, who will forward copies to the Co-PI and designated Contracts and Grants Officer.

The ME will not process equipment purchase authorization requests for items already purchased. Without USAID/W approval for purchase, equipment costs will be disallowed by Federal auditors. These costs will then be borne by the U.S. lead institution or that entity or individual responsible for authorizing the purchase.

(A copy of the "Equipment Authorization and Request to Purchase" form follows):

IPM CRSP
EQUIPMENT AUTHORIZATION AND REQUEST TO PURCHASE

To: Management Entity (540) 231-3519 Date: _____
Project Officer, IPM CRSP Grant No. LAG-G-00-93-00053-00

From: Co-PI: _____ Institution _____
Work plan Year _____ Site _____ Activity No. in the Wplan _____.

_____ Item is Special Purpose. Can be used only for research activities (i.e. microscopes, and other laboratory equipment). **Prior written approval by USAID/W contract office is required when the unit cost exceeds \$5,000.**

_____ Item is General Purpose. Can be used for other than research use (equipment and furnishings, reproduction and printing equipment, motor vehicles and automatic data processing equipment) **Prior written approval by USAID/W contract office is required when the unit cost exceeds \$5,000.**

_____ Is this equipment **US source and origin**? Yes _____ No _____
_____ Item requires source and /or origin waiver if source (vendor) and/or origin (manufacturer) are other than U. S. Complete the justification for waiver on the next page.
Item(s) to be purchased _____

Quantity _____ Unit Price (U.S. \$): _____ Total Price: _____

Equipment will be used in what location: _____

Person(s) responsible for equipment: _____

Suggested Vendor and Country of Source/Origin: _____

Discussion/Justification

Was this equipment approved **in the Work plan**? Yes _____ No _____

Which Work plan Year? 6 _____ 7 _____ 8 _____ 9 _____ 10 _____

Approvals:

IPM CRSP Program Director _____ Date _____

IPM CRSP PI _____ Date _____

IPM CRSP CTO, USAID/W _____ Date _____

EQUIPMENT AUTHORIZATION

Source/Origin Waiver:

Justification: (Why must non-U.S. vendor/manufacturer be used? If purchase is made in Host Country, is it an "off-the-shelf" item? Are spare parts and qualified dealers/technicians available for maintenance?)

IPM CRSP PUBLICATIONS

Bibliography

IPM CRSP Publications are one avenue the CRSP uses to help in the transfer of technology. **IPM CRSP Bibliography** including abstracts, journal articles, books, book chapters and proceedings, dissertations and theses, and miscellaneous publications by IPM CRSP PIs shall be prepared and updated at regular intervals.

Publications funded by the CRSP Grant should acknowledge USAID support with the following statement.

"This publication was made possible through support provided by the United States Agency for International Development (USAID) for the Integrated Pest Management Collaborative Research Support Program (IPM CRSP) under terms of Grant No. LAG-G-00-93-00053-00 to the Office of International Research and Development (OIRD) at Virginia Polytechnic Institute and State University (Virginia Tech)."

IPM CRSP Update

"IPM CRSP Update" is the CRSP quarterly newsletter published by the ME. Its purpose is to provide articles of information and interest to our network of collaborators. It includes accomplishments of our U.S. and host country PIs, new publications available, workshops and meetings, and items of special interest. Newsletter articles are requested from the PIs and our collaborators.

(A copy of the newsletter submission form is on the next page):

IPM CRSP Update Submission Form

NAME:

TOPIC(s):

Note: *New Research Initiatives - Host Country topics - Awards/Appointments - Workshops/Meetings/Presentations - Training/Visiting Scholars - Travel (Destination, purpose, contacts, etc.) - other items of interest.*

Mail to:

E.A. "Short" Heinrichs, Interim Program Director or
Gregory C. Luther, Assistant Program Director
IPM CRSP/OIRD
1060 Litton Reaves Hall
Virginia Tech
Blacksburg, VA 24061-0334

Phone: (540) 231-3513
FAX: (540) 231-3519
E-mail: ipm-dir@vt.edu
gluther@vt.edu

REPORTING REQUIREMENTS

This section outlines the reports required of the CRSP by USAID, indicating who is responsible for producing the report, and what the deadline is. The reporting forms are found in the Appendix section.

Annual Workplans

IPM CRSP proposed **Project/Country Workplans and Budgets** are requested from the Co-PIs by March 31 for the following project year. The workplan lists major research objectives and description of the project activities and output. These Workplans and Budgets are reviewed by the TC and implemented upon approval by the Board, ME, and USAID.

With the Workplans and Budgets, a call for **Graduate Student Training Report and Non-CRSP Funded Activity Report** are also made. The Student Training Report is used to document the number and types of training programs supported by the CRSP. The Non-CRSP funding report shows the buy-in activities supported by other grants, state, government and private industry funding supporting IPM research work of the Co-PI. The formats for the reports are given in the Appendix.

Annual Reports

The **Annual Research Activity Report** and the **Annual Host Country Site Overview Report** for the previous project year are due in the ME office by October 31. These Annual Reports will include a list of collaborators, objectives, technical IPM constraints, research approach, project and training output, networking activities, and a list of publications and presentations. A bullet or project highlight or impact statement is also requested to emphasize accomplishments to USAID and to facilitate preparation of other reports throughout the year. The grant requires the ME to submit an annual report to USAID no later than November 30 of each year.

With the Annual Research Activity Reports a final **Training Report** should be submitted to include complete and up-to-date information for our reporting requirements. The Annual Host Country Site Overview Report should highlight program activities and achievements, including a list of collaborators, objectives, IPM constraints, research approach, research and training output, and a list of publications and presentations.

Trip Reports

See “International Travel Section”

Reports of Research Results

Data collected under the IPM CRSP are considered property of the CRSP until they are released by the CRSP; at that point, they become public domain. Release of data may take one of several forms, all described below. Before data are released, full sharing of all data collected is expected among all collaborating individuals and institutions. The scientists responsible for collecting data will reach a consensus about release of those data before they are released. Data may be released through publication in professional journals, through publication as IPM CRSP technical and annual reports, and possibly as raw data. All publications resulting from IPM CRSP support are expected to show joint authorship of US and host country scientists.

- Publication in professional journals is strongly encouraged. As is usual for such publications, order in which authors are listed will be decided among the involved researchers on a case-by-case basis. However, host country collaborating scientists must be included as authors or co-authors of the papers generated from the site research. All collaborators are expected to be involved with data collection, analysis, and preparation of the paper. Acknowledgment of the IPM CRSP and USAID is required in all publications.
- A series of IPM CRSP technical reports is anticipated. These reports generally will contain information that is important and is rigorously obtained, but which may not find acceptance in an academic journal. Guidelines for authorship would be the same as for journal articles.
- After publication and/or clearance with the involved researchers, data may be released by the CRSP through various means. These means would include response to specific requests and/or through Internet access.

IPM CRSP Reports and Due Dates

Reports	Due Date	Description
Annual Proposals for next fiscal year:	31-Mar	
Project/Site Work Plan	31-Mar	Work plans request major research objectives, description of activities and expected outputs
Project Budget	31-Mar	Line item budget by expense, country, and institution
Host Country Program Budget	31-Mar	Line item budget by expense, Host Country Contribution
Non-CRSP funding (buy-in)	31-Mar	Sponsor, project objective and funding level
Research Reports to Site Chairs	15-Oct	Reports include collaborators, networking, objectives, technical IPM constraints, research approach, project and training outputs, impacts, list of publications
Training Report to Site Chairs	15-Oct	Training database information, Graduate Student Information Sheet
Training Status/Needs	15-Oct	Country training status and needs by degree and Discipline
Annual Research Reports from Site Chairs to ME	31-Oct.	As given above
Site Overview Report to ME	31-Oct	Overview of site activities for the year
TRIP REPORTS	2 weeks After completion of trip	Purpose of trip, summary of accomplishments, technical observations, suggestions and recommendations, list of persons visited with their title and organization.

APPENDIX

- APPENDIX 1. Call for Annual Research Proposals
- APPENDIX 2. IPM CRSP Proposal Format for Annual Work Plan Research Activity
- APPENDIX 3. IPM CRSP BUDGET GUIDELINES
- APPENDIX 4. Budget for Annual Research Proposal
- APPENDIX 5. Proposed IPM CRSP Student Training for Year ____
- APPENDIX 6. IPM Activities Supported by Non-CRSP Funding for Year _____
- APPENDIX 7. IPM CRSP Annual Research Report Guidelines *(For all Co-PIs)*
- APPENDIX 8. IPM CRSP Site OverviewAnnual Report Guidelines, *(For all Site Chairs and Site Coordinators)*
- APPENDIX 9. Suggested Styles to be Used in Annual Report
- APPENDIX 10. IPM CRSP Training Report (Graduate Student Information Sheet) for IPM CRSP Year ____

APPENDIX 1. Call for Annual Research Proposals

Date _____

TO: All Co-PIs

FROM: Chair, Technical Committee

SUBJECT: **Call for Co-PI Proposals for Year _____ Work plan, IPM CRSP (September 29, _____ to September 28, _____)**

Preparation of work plans under the IPM-CRSP begins with the co-principal investigators and the site committees. Each investigator or group of investigators for a particular research activity should submit a two-page proposal with a budget **to the appropriate site chair by March 31**. Every proposal should have Co-PI's from both the country site and from the U.S., and the research activity should be discussed with the site coordinator in the country before submission. **Each site chair will assemble the proposals received into an overall work plan for the site and submit it to the ME and to the TC Chair by April 20**. The TC chair will distribute it to the other Technical committee members for review prior to the workshop and Technical Committee meeting in the middle of May.

The draft work plans and budgets will be discussed by the site committees at the May workshop and submitted to the Technical Committee for discussion and recommendations. After the May TC meeting, the site chairs will work with the site coordinators and site committees to make any necessary modifications to the plan. The draft site plans will be **re-submitted to the TC chair and the ME by June 15**. They will share the draft with the Board and return any comments to the site chairs. **All revisions should be returned to the TC chair by July 19** and a complete draft will be prepared and mailed to USAID by July 27. After comments from the USAID project officer, revisions will be made and discussed at the TC meeting in mid-September. The final draft will be submitted to USAID by September 27. To facilitate the above process, we are asking all investigators to submit their two-page proposals and budgets by March 31 using the attached format. A proposal should be submitted even if the proposed activity is a continuation of work already underway. The gender relevance of the proposed research should be specified in the section on relationship to other CRSP Activities at the site. If an investigator plans to work in more than one site, he or she should submit separate proposals to the appropriate site chairs. Collaboration between and among U.S. and host country scientists is expected on all proposals. *Graduate student involvement is strongly encouraged, both host country and U.S. students*. When Co-PI's from multiple institutions propose a joint activity, responsibilities for each institution and Co-PI should be identified and separate budgets prepared for each institution for that activity. The lead individual for the activity should be clearly identified. **Every site workplan must include more than one U.S. institution, and every effort should be made to include 1890 institutions.**

APPENDIX 2.

IPM CRSP Proposal Format for Annual Work Plan Research Activity

- I. Title of Research Activity
- II. Scientist(s) Names and Institutional Affiliations _____
- III. Status: New or Continuing Activity: _____
- IVa. Overall Objective(s): (one or two paragraphs)
- b. Objective (s) for coming year (If multi-year activity)
- V. Hypotheses: (list)
- VI. Description of Research Activity (approach): (one or two paragraphs)
- VII. Justification (relation to IPM-CRSP objectives and priorities): (one paragraph)
- VIII. Relationship to other CRSP activities at the site: (one or two paragraphs that relate the proposed work to previous and other current IPM-CRSP activities at the site)
- IX. Progress to date: (for continuing activities)
- X. Projected Output(s):
- XI. Projected Impacts: (impacts of the expected outputs)
- XII. Projected Accomplishments: (publications, presentations or other products)
- XIII. Projected Start: (indicate month and year)
- XIV. Projected Completion: (indicate month and year)
- XV. Projected Person-Months of Scientists Time per Year:
- XVI. Budget: (total by institution)

APPENDIX 3. IPM CRSP BUDGET GUIDELINES

The following definitions should be helpful in completing the attached budget form:

- **Host Countries** - List the country(ies) you work "in", "for", or "on behalf of" in the column heading spaces provided on the form(s).
- **Host Country Expenditure** - funds expended exclusively "in", "for" or "on behalf of" Host Country IPM CRSP , i.e., host country graduate student stipend, equipment for an host country, salaries for staff or labor working in the host country, etc.
- **Domestic Expenditures** - funds expended "in" the U.S. "for" general IPM CRSP, i.e., equipment for a U.S. lab, a U.S. graduate student stipend, part of or whole salaries for post-doctorates, secretaries, technicians, etc. working in the U.S.
- **Academic Scientist Staff** - U.S. University faculty in permanent or temporary positions working in the U.S. or an LDC.
- **Other Salaries** - Clerical or any hourly labor, i.e., work-study students or field workers.
- **Supplies** - chemicals, paper, tags, bags, diskettes, film, etc.
- **Equipment** - Computer, microscope, vehicle, incubator, etc.
- **Travel** - If you travel to Guatemala and back then your airfare will go under Guatemala; if you travel to Guatemala and Jamaica on the same trip, then 1/2 your airfare will go under Guatemala and the other half under Jamaica. All travel which is done exclusively in the U.S. will go under U.S.

APPENDIX 4. Budget for Annual Research Proposal

(September 29, _____ to September 28, _____)

(attach a separate budget for each institution)

Institution: _____

Item	Amount	% spent in host country
Personnel:		
Technicians	_____	_____
Research Assistants	_____	_____
Graduate student assistantships	_____	_____
Grad student Tuition	_____	_____
Other personnel (list by type)	_____	_____
Supplies	_____	_____
Travel:		
Domestic (within country)	_____	_____
International	_____	_____
Vehicle Rental	_____	_____
Equipment		
Contractual Services (communications, postage, printing, etc.)	_____	_____
Total Direct Costs	_____	_____
Indirect Costs (____%) (Please check to make the rate for your institution is correct)	_____	_____
Total	_____	_____

APPENDIX 5. Proposed IPM CRSP Student Training, Year _____

Activity No.: _____ Host Country _____ Co-PI _____ University: _____ Sept. 29, _____ to Sept. 28, _____

Student Name and Permanent Home Address	Degree Sought	Discipline	Gender	Funding Type* and %	Start Date	Anticipated Date of Completion

* I = IPM CRSP core funded research assistantship
O = Other Non-IPM CRSP source of funding but working on IPM CRSP project
P = Partial support on IPM CRSP project

APPENDIX 6. IPM Activities Supported by Non-CRSP Funding*, Year ____

Project No. _____ Principal Investigator _____

Project Title	Objective of Project	Donor/Sponsor	Funding Level (\$) Annual	LOP

*Example

IPM Strategy to Combat the Gall Midge Complex Affecting Hot Paper in Jamaica	Conduct research to develop IPM tactics to contain the gall midge problem	USAID Mission Jamaica	\$50,000	6/1/00-5/31/02 2 years; \$100,000
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APPENDIX 7. IPM CRSP Annual Research Report Guidelines

(For all Co-PIs)

Year _____, September 29, 20_____ through September 28, 20_____

All reports must be **double spaced** and submitted on 3.5" floppy diskette in Microsoft Word, along with **a hard copy**. See section below for “**Suggested Styles to be Used in Annual Report**”.

The format should be as follows:

I. Title of Research and Co-Principal Investigator(s) and their institutional affiliation with full address (in general joint authorship of US and host country scientists is expected).

II. Other Collaborating Scientists (Host Country and US)

Name, title, and full address of each collaborator. Collaborating scientists must be actively involved in your research activities and the achievement of your research objectives. Other “cooperating” scientists can be mentioned in the networking section.

III. Abstract

This should be a brief **half a page or less** abstract of the specific research activity for the year. The abstract should highlight the major achievement of your research for this reporting period.

IV. Objectives, IPM Constraints

- A. Research Objectives for this reporting period.
- B. IPM Constraints addressed.

V. Research Methods, Results, and Impacts

This is the most important part of the Annual Report. Note that the EEP continues to recommend that the overall quality of science and reporting of the CRSP needs improvement.

- A. Research Methods
- B. Research Results and Discussion
- C. Impact (Highlight impacts of your finding on the Host Country/Region and/or the US).

VI. Networking Activities

- A. Workshops you have planned and/or participated in, give number of participants by gender
- B. Research Investigator Exchanges
- C. Research information and product exchange. Could include the following:
 - 1. Impact of CRSP-produced or recommended technology, including crop protection inputs, manuals, brochures, etc.
 - 2. Assistance you have given to collaborating scientists with research equipment, supplies and/or other support.

VII. Publications and Presentations

List only publications related to IPM CRSP support and published since the last annual report. Give name(s) of author(s), year published, full title of article, publication or journal name, volume and page numbers (in the order mentioned).

VIII. Training Output

A separate page is attached. Fill in the requested information in the attached “Training Report” and return to your site chair and the ME office with your annual report. List students on the project. **Include student’s permanent home country address.** Give other training activities such as post-doctoral and short-term (identify clearly).

IX. “Bullet” or Project Highlight: [This should be a concise statement highlighting the main finding of your specific research]

Some examples from the Sixth Annual Report of the IPM CRSP:

(Example 1): *Chilo partellus* was found to be the predominant sorghum and maize stem borer species in Eastern Uganda and it has overtaken *Busseola fusca* in Iganga. The introduced parasitoid *Cotesia flavipes* has established and causes stem borer parasitism of up to 22.6% in Iganga and 17.7% in Kumi.

(Example 2): IPM CRSP-generated guidelines for the Integrated Crop Management of snow peas have been implemented on 350 ha in Guatemala, representing nearly 5 million lbs, or approximately 25% of the expected 1999-2000 snow pea exports.

(Example 3): The environmental benefits of the IPM CRSP work in the Philippines were estimated at more than 6 million pesos for the roughly 4600 inhabitants in the villages where the IPM CRSP program is immediately centered or about \$150,000 per cropping season.

Important Note: *Please ensure that your Tables and Figures are inserted in the appropriate places.*

Please also check that all Table and Figure numbers mentioned in your text are actually accompanied by the proper Tables and Figures.

(To be submitted by October 15, 20-----)

APPENDIX 8. IPM CRSP Site Overview

Annual Report Guidelines *

(For all Site Chairs and Site Coordinators)

Year _____, September 29, 20_____ through September 28, 20_____

All reports must be **double spaced** and submitted on 3.5" floppy diskette in Microsoft Word, along with a **hard copy**. See section below for “**Suggested Styles to be Used in Annual Report**”.
The format should be as follows:

I. Title of the Report

II. Authors

Name of Site Chair and institutional affiliation.

Name(s) of Host Country Coordinators(s) and their institutional affiliation.

III. Describe the Collaborative Program

- A. The way the program is organized, managed and implemented. Stress the interdisciplinary and multi-institutional nature of the site program.
- B. Discuss financial inputs from local USAID Missions and other sources of funding (if any) and how it is managed. What do these resources allow the program to do.
- C. Discuss collaboration with International Centers, other CRSPs, NGOs, and other organizations.
- D. Discuss how jointly developed collaborative research plans of work are planned, organized, and implemented.

IV. IPM Constraints Researched

- A. Give overview of IPM constraints in the country/region as identified through the PA process.
- B. Discuss selected examples of research progress and results pertinent to IPM.
- C. Discuss mutuality of research benefits to the Host Country/Region and the U.S.

V. Institution Building

- A. Research equipment, vehicles, reference books and research support funds provided for host country IPM research from the IPM CRSP core sources.
- B. Discuss examples of IPM CRSP trained host country researchers who have returned to their home country and the positions they are working in.
- C. Discuss Host Country IPM scientists who have visited U.S. institutions and U.S. IPM scientists who have been in the host country during the year.
- D. Human resource development strategy. (Student Training Plan).

VI. Networking

How are research results spread among researchers in-country and to other countries in the region and to organizations that work with farmers?

VII. Research Accomplishments

Discuss research accomplishments at the prime site from the start of the program. Update information using this year's annual report.

VIII. Training Output

A separate page is attached. Fill in the requested information in the attached "Training Report" and return to the ME office with your annual report. List students on the project. **Include student's permanent home country address.** Other training - post doctoral and short term (Identify clearly).

IX. Impacts, Benefits to the Host Country/Region, Benefits to the U.S.

Discuss main impacts/benefits of the research results on the host country and/or the US.

X. Publications and Presentations

List only publications relating to IPM and published since the last annual report. Give name(s) of author(s), year published, title of article, publication or journal name, volume and page numbers.

XI. "Bullet" or Project Highlight [This should be a concise statement highlighting the main finding of this research]

(Example) An assessment of institutional, policy, and socioeconomic impacts of the Guatemalan snow pea/leaf miner quarantine at US ports-of-entry was completed. These assessments found that 98% of all communities in the main snow pea growing district of Guatemala were affected negatively by the crisis.

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***NOTE:** Site chairs are expected to take leadership in preparing this report, with the assistance of host country coordinator(s), and all other IPM CRSP scientists active in the host country/region. Co-PIs submit their annual reports, through the site coordinator, to site chairs by **October 15, 20_____**.

APPENDIX 9. Suggested Styles to be Used in Annual Report

Document Title

Font: Times New Roman, 14 pt, bold, centered, single line spacing

Authors (Institutions shown in parenthesis after each author)

Font: Times New Roman, 10 pt, centered, single line spacing, skip two lines

Abstract

Font: Times New Roman, 10 pt, bold, single line spacing, full justification, Window/Orphan, margin

narrower than "Body text" style (left indentation 0.2/right indentation 0.2 in paragraph format)

Body Text

Font: Times New Roman, 10 pt, single line spacing, 2 columns (0.2 spacing between columns), full justification, Window/Orphan. One line skip between paragraphs; two line skips before next Main Headers.

Main Header

Font: Times New Roman, 12 pt, bold, single line spacing, full justification

First sub-Header

Font: Times New Roman, 10 pt, bold, single line spacing, full justification

Second sub-Header. Font: Times New Roman, 10 pt, underline, single line spacing, full justification. Followed immediately by text.

Figure and Table Headings (Below Figures / Above Tables)

Font: Times New Roman, 8 or 9 pt, bold, single line spacing, full justification, hanging indent 0.2

Footnotes below Tables and Figures - Font: Times New Roman, 8 pt, single line spacing, hanging indent 0.1

References

Font: Times New Roman, 9 pt, single line spacing, full justification, hanging indent 0.25, 6 pt between each entry

APPENDIX 10. IPM CRSP Training Report (Graduate Student Information Sheet)

IPM CRSP Year _____

1. Name of Co-PI/Advisor: _____
2. Institution: _____
3. Research site: _____
4. Name and address of graduate student: _____

5. Nationality of graduate student: _____
6. Sex: _____
7. MS or Ph.D. program? and major field: _____
8. Degree program start date: _____ Estimated completion date: _____
9. Financial support for the graduate student in the Year ____ budget: \$ _____
10. %age of student's total training fund in the year obtained from IPM
CRSP _____
11. Projected need for assistantship support from the CRSP during remainder of
degree program: \$ _____
12. IPM CRSP appointment period:
Begin (date): _____ End (date): _____
13. Specific activities to be performed for IPM CRSP during Year ____ budget period:
14. Indicators of successful completion of each of these activities:
15. General statement of actual or expected thesis/dissertation topic:
16. Other comments: